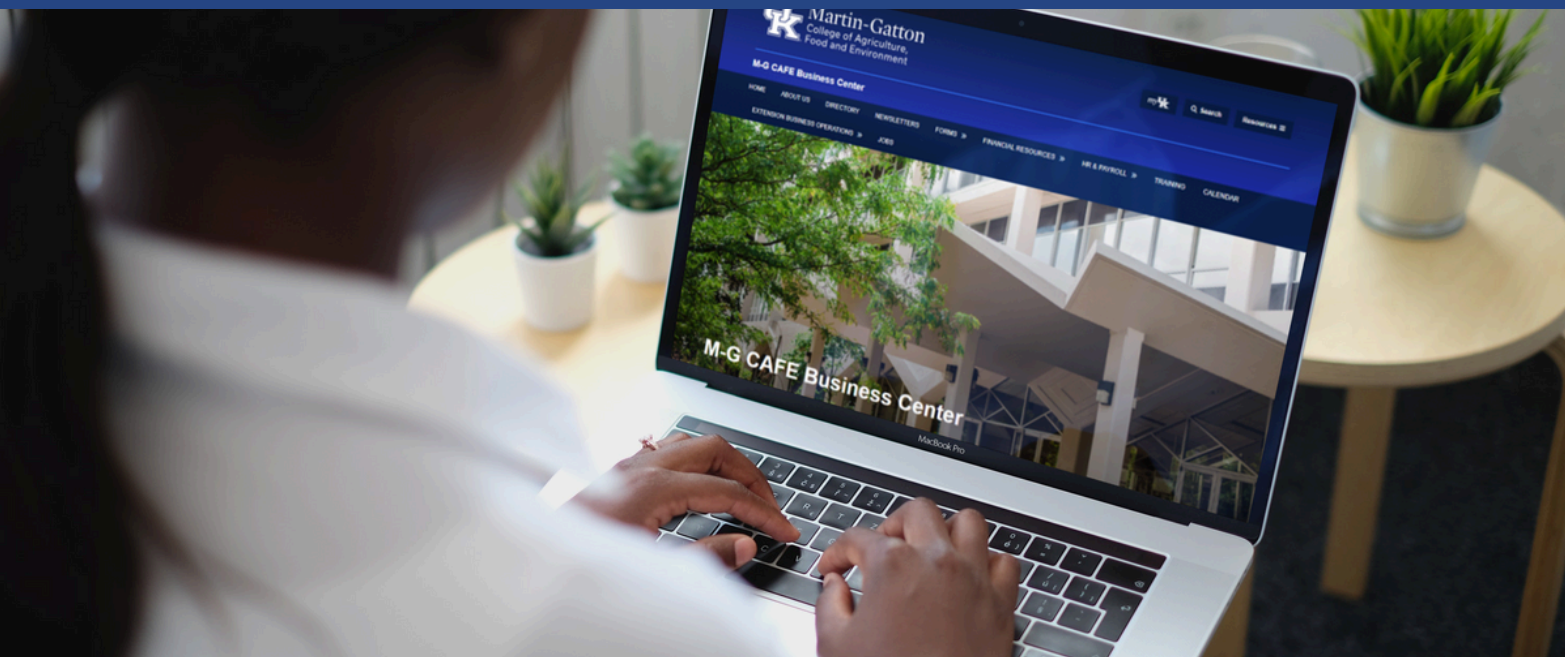


M-G CAFE Business Center Newsletter



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- Helpful Tips 12-13



M-G CAFE Newsletters

<https://cafebusinesscenter.ca.uky.edu/newsletters>

Business Center Staff

- Susan Campbell 7-5934
- Le Anne Herzog 7-2981
- Maggie Maynard 7-7143
- Adam Pickerill 8-5222
- Kayla Mincks 8-3906
- Sarah Habel 7-8967
- Jason Hardin 562-2994
- Christie Henson 8-5223
- Angela Knapp 7-9833
- Shelby Verhoeven 8-5374
- Mary Hammons 7-4722
- Cristin Costello 8-6680
- Ginny Huntress

Extension Business Operations

- Rebecca Amsler 7-7194
- Tina Ward 7-0132
- Zach Waller 7-4254
- Lindsay Poore 323-4499
- Ryan Martin 7-7241
- Natalie Simpson 7-1553

STAFF SPOTLIGHT

October



GLEND A MEYERS



LAURA MILLER

Glenda Meyers and Laura Miller serve as Administrative Assistants in the M-G CAFE Dean's Office and as Glenda says, they have too many jobs to count but they love it all!

They are the first point of contact for the College and are always a welcoming and helpful presence. Every day has a new challenge, but they love learning about all the College does and that is evident in how incredibly helpful and knowledgeable they are!

We appreciate them both for being great problem solvers and dedicated to their roles.

Thank you for all you do at M-G CAFE!



HR NEWS

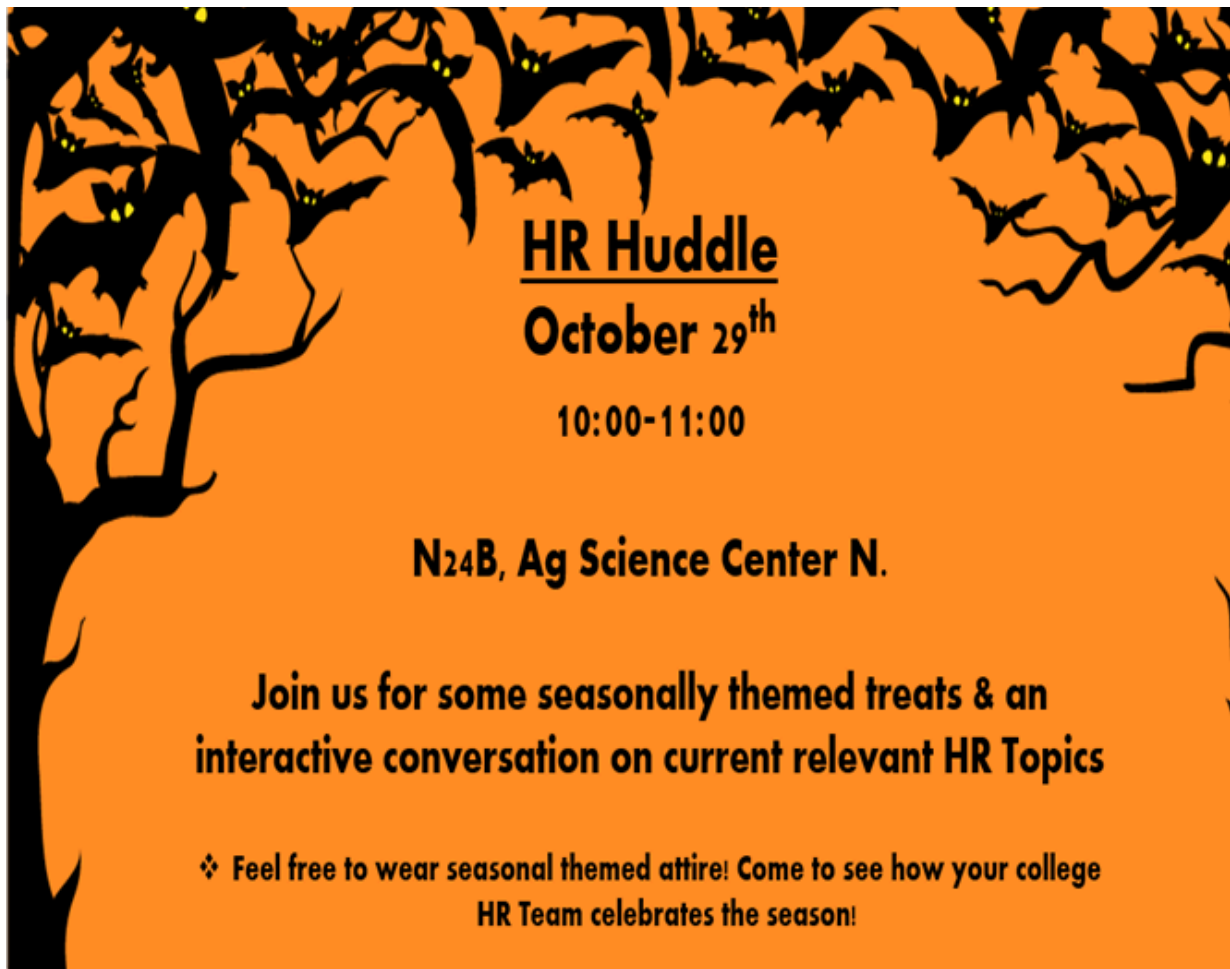
Huddle

Human Resources

HUDDLE



The final HR Huddle of 2024 is coming up on
October 29th at 10:00am

A Halloween-themed event poster with an orange background and black silhouettes of trees and flying bats. The text is centered and reads:

HR Huddle
October 29th
10:00-11:00

N24B, Ag Science Center N.

**Join us for some seasonally themed treats & an
interactive conversation on current relevant HR Topics**

❖ **Feel free to wear seasonal themed attire! Come to see how your college
HR Team celebrates the season!**

We can't wait to see everyone again and enjoy some
interactive learning and networking time along with
some seasonally themed treats!





HR NEWS

Awards



The Dr. Lisa P. Collins

Outstanding Staff Awards

The Martin-Gatton College of Agriculture, Food and Environment Staff Appreciation Day was set to take place on September 27th. However, we have rescheduled to October 15th due to Hurricane Helene. We look forward to seeing the hundreds of staff, from around the state enjoy a day of celebration as well as honor everyone's hard work and dedication.

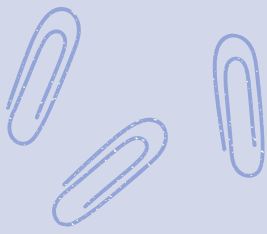
This event will include announcing the winners of the Dr. Lisa P. Collins Outstanding Staff Awards! After the event, we will post a full list [here](#) of the winners but please view the nominees now.



Annually, the Dr. Lisa P. Collins Outstanding Staff Awards program recognizes high achievers out of more than 2,000 staff. The nominations are reviewed by a committee of college peers and honored each year at the annual college Staff Appreciation Day.

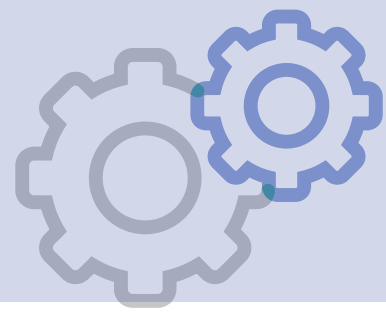
Find out more on our [Awards Page](#).

For additional information regarding opportunities available for staff, please visit the college [Employee Resources](#) page.



HR NEWS

Training



2023

Retirement Conference

Retirement Conference

October 21-25

In person and online sessions
available

Session on topics from Social
Security to Retirement
Readiness

Click [here](#) for more
information and/or to
register!

Check-In Calls

For the last 14 years, our office has conducted Annual HR/Payroll meetings. However, with the introduction of the HR Huddle Professional Development series, a couple of years ago, we revamped our HR meetings. To compliment the Huddles, we designed a one-on-one relaxed chat opportunity.

This series is called our Check-In Calls. Your invite should be coming soon!

Don't miss this opportunity to let us know what your specific needs are. This is an excellent time to ensure you have the training and resources you need to best support your unit(s).



Group Training
Sessions + One-
on-One
Customized
Training =
Complete HR
Admin Tool Kit!





HR NEWS



Leave and Dates to Know

Leave is an important part of the work-life balance. So, we know that you share our excitement that several holidays are on the horizon!

For the complete Holiday Schedule please click [here](#).

Psssst... There is an “extra” holiday this year – can you find it on the list?

Create Leave Requests – myUK

Please remember to submit a Leave Request, via myUK, for all planned time away from work.

Pro Tip: The myUK app makes tasks a breeze and can be accessed on the go. Find additional tools on the college Employee Resources page.

Bonus Holidays

An individual must be employed on or before Sunday, October 21, 2024, in a regular, full-time or part-time position, in order to receive the special holiday/bonus days this year. Regular, part-time employees will receive the special holiday/bonus days on a pro-rated basis.

Well-Being Day Reminder

Eligible staff may use up to two TDL days as personal well-being days each fiscal year. The purpose is for engaging in any activity that promotes the overall well-being of the employee. For additional details please see HR Policy #82

New FFY Funds

When processing payroll cost distributions, with an effective period of 10/1/24 – forward, please be mindful of using the correct federal fiscal year fund for the 235XXXXXX accounts.

Note: The new funds are now available in CDEM.

Dates to Know

Payroll Earliest Retro Dates will set to the following:

Bi-Weekly 9/22/24 Effective 11/19/24

Monthly 10/1/2024 Effective 11/12/24

ECRT Deadlines for FY24, Quarter 1

Pre-Review: 10/15/24 – 11/4/24

Confirmation: 11/5/24 – 12/3/24

Events

College Staff Appreciation Day – 10/15

HR Huddle, Session 3 – 10/29

HR Admin Check-In Calls, Ongoing throughout the month

Upcoming Holidays

Election Day 11/5

Thanksgiving 11/28 & 11/29

Christmas 12/25

Bonus 12/26, 12/27, 12/30, & 12/31

New Year's 1/1

FI NEWS GRANTS

Reminder for business officers

Sign up for the listserv to receive critical grant information from Research Financial Services (RFS).

To self-enroll to this listserv, follow these instructions:

Send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body:

subscribe IRIS-GMNEWS

Your first name

Your last name

The subject line should be blank as well as the rest of the body of the email.

Recent email topics from RFS list serve include:



What is an **unallowable cost** and what section of Uniform Guidance discusses unallowable costs?



Hypothetical examples of **incurred data** regarding its timeline period of performance allowability on sponsored projects. This supplement is complementary to the Period of Performance FAQ



What are CDEM (Cost Distribution Entry Module), ECC (Employee Compensation Compliance), ERD (Earliest Retro Date) and Z4 Cost Transfers?



What does **period of performance** mean?



What is an **open item**, including payroll encumbrances, purchase order, subawards, cost transfer JVs, unposted concur expenses, PRDs, etc.



What is the meaning of **benefit to the project**? Why does an expense need to benefit the project? How is the benefit demonstrated?



What are **costing guidelines**? Regulations set standards and principles define costs incurred.

NEW FAST COURSE

The Cost Distribution Entry Model (CDEM) WBT is now available in the FAST Library. This course explains the purpose of CDEM and how it is utilized. The course also covers how to access it, the different roles for users, as well as the various functions within CDEM such as commitments, distributions, AVC checks and workflows.

Already taken the CDEM course? Check out its handout and Quick Reference Guide (QRG)!

FAST COMPLIANCE REMINDER – CHECK YOUR COMPLIANCE STATUS

Participants and supervisors, we are almost at the halfway point of the current compliance cycle

- ▶ The deadline for the current compliance cycle is December 31, 2024.
- ▶ Mandatory participants are required to complete two (2) unique FAST courses by the deadline.

FAST PRO TIPS:

Remember that FAST courses cannot be repeated for credit. Take a few moments to view your Learning History to ensure you don't repeat courses you previously completed.

- ▶ Courses you complete beyond the required two (2) per cycle count toward future cycles. You can work ahead to be complete for future compliance cycles which may fall during especially busy timeframes for you!
- ▶ Remember to consider any upcoming holidays and planned leave to give yourself time to meet the deadline.



FAST COURSES YOUR WAY

- ▶ As a mandatory participant, you have the ability to choose your two (2) required courses for each compliance cycle. The growing library covers a variety of topics from Amazon Business to UKHC Payroll.
- ▶ There are multiple ways to explore and choose courses. Visit the FAST Library in MyUK Learning to add courses to your Learning Plan.
- ▶ You can also visit the FAST website for an alphabetical list of all FAST Courses with direct links. Just click on the course to open and complete it!
- ▶ The Courses page of the website also lists those currently in development, as well as potential future courses. If you have an idea for a new course, submit this form to tell us about it!

·Don't forget – each course also has a slide handout and QRG to support your learning available [here](#).



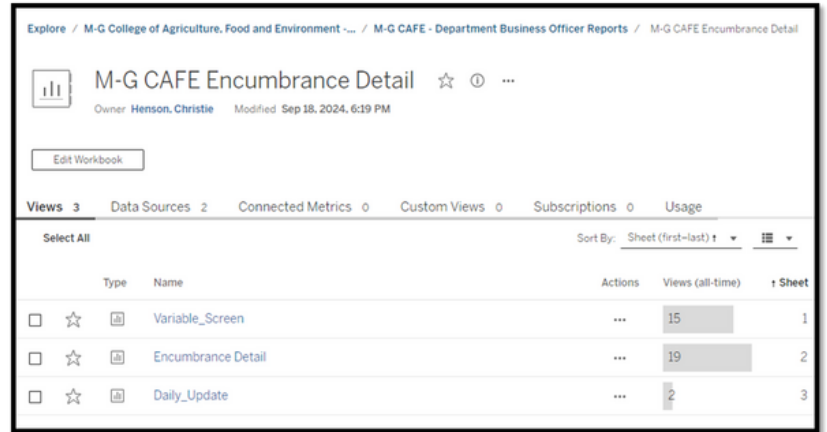
FI NEWS

Purchasing and Encumbrances

Tableau Encumbrance Detail Report

The encumbrance detail report can be used to look at open items (salary funds reservations, parked JVs and open purchase orders) on cost centers and grants.

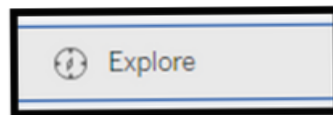
This report is especially helpful at state or federal year end, or when a grant is nearing its closing period, to help identify any open items that may need closed out or updated.



For questions regarding or access to this report, contact [Cristin Costello](#). Find more information on purchasing and encumbrance management our [website](#).

To access this report, [click this link](#) or follow the instructions below:

In Tableau, click “Explore”



Click “M-G College of Agriculture, Food and Environment– Financial Operations”



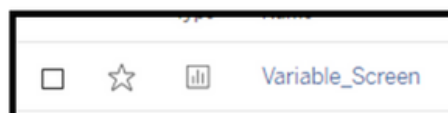
Click “M-G CAFE – Department Business Officer Reports”



Click “M-G CAFE – Encumbrance Detail”



Go to “Variable Screen”



FI NEWS



Purchasing and Encumbrances Continued

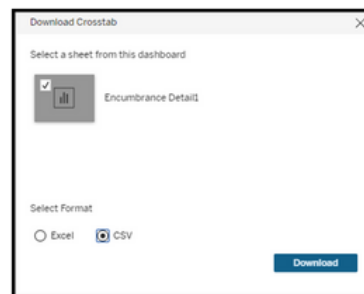
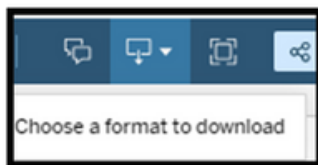
Input your department, fiscal year and period, etc.

Click "Execute"



The report will run. Use the filters at the top of the page to narrow down results if needed.

Export to CSV to view in Excel and filter/sort as needed.



Follow these links to the report and the purchasing page:

<https://analytics.uky.edu/#/workbooks/17640/views>

<https://cafebusinesscenter.ca.uky.edu/content/purchasing-faq-abd-quick-reference-guides>

FI NEWS

FINANCIAL RESOURCE PAGE

Various resources can be found on our website under the Financial Operations Resources page. This page can be especially helpful to new business staff who may need additional guidance.

Our resources include; grant specific QRGs, a reconciliation and Tableau reporting guide, Concur and Expense management guides, and much more.

Be sure to check it out for assistance with your finance-related questions!

<https://cafebusinesscenter.ca.uky.edu/content/financial-operations-resources>

Helpful content covering:

- SAP
- Budget & Finance
- Equipment Inventory
- Fiscal Year-End
- General/Miscellaneous
- Grant Resources
- Purchasing
- Travel and Procurement Card
- Frequently Asked Questions
- Past Users' Group Meetings and Notes



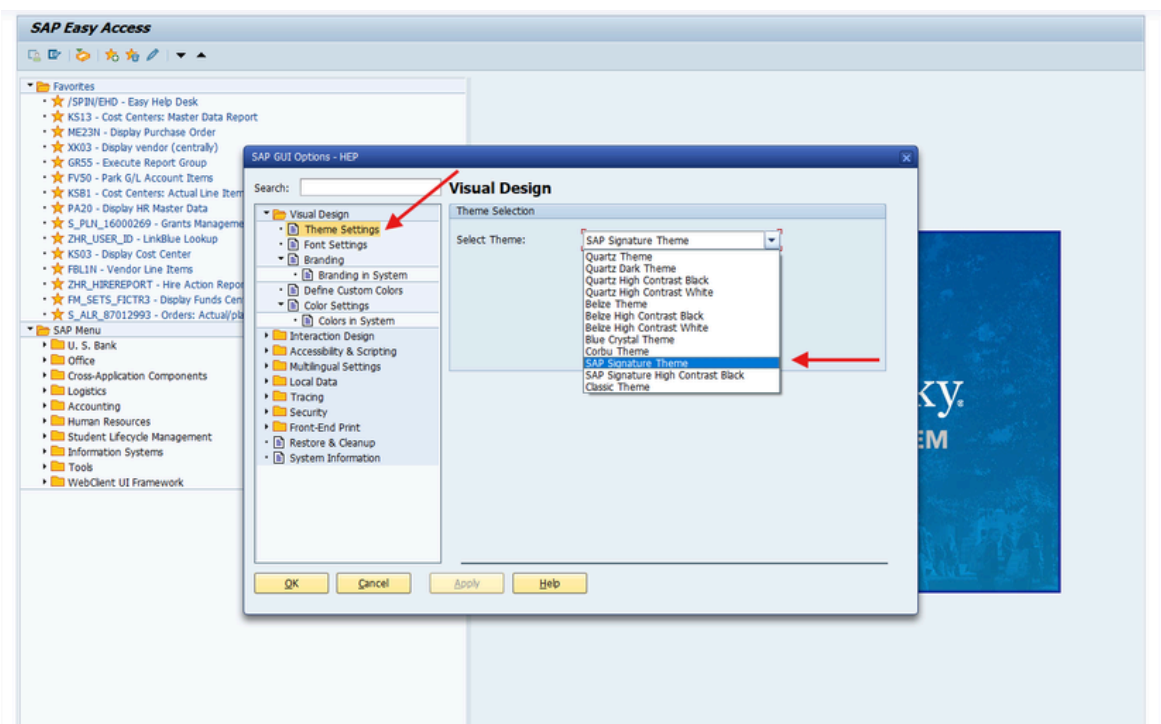
HELPFUL TIPS



SAP VIEW OPTIONS

With the recent upgrade from Windows 10 to Windows 11, changes may have come to your view of SAP. If you want to have a more familiar view or just something different, you can change your SAP upgrades, by following these instructions to change the theme:

- **Open the IRIS beach ball**
- **Press ALT + F12**
- **Options**
- **Visual Design - Theme Settings**
- **Change to SAP Signature Theme**
- **Click OK**
- **Exit out of SAP & the browser**
- **Start over**





HELPFUL TIPS

ATTENTION UK EMPLOYEES & STUDENTS

WALK SAFE This Winter!

We care about your safety! Consider these **smart choices** to help you travel on campus safely during snowy or icy conditions:

Smart Shoes



Choose **snow boots, hiking boots or shoes with textured soles.**



NOT dress shoes or high heels.

Smart Steps



When Walking:

- Shuffle flat-footed.
- **Your paragraph text** (or use handrails/banisters) for balance and - just in case - to break your fall.

When Parking or Leaving the Bus:

- Exit slowly and hold on to the car door or bus rail for balance.
- **Use extra caution on (or avoid, if possible) the top floors of parking structures.** These areas freeze (and re-freeze) first. Despite our best efforts and equipment, these areas often remain hazardous.

Smart Routes



Choose **priority WalkSafe sidewalk and building entrance routes.** These walkways are the first ones cleared and treated by the UK Physical Plant division.

Visit uky.edu/hr/walksafe for WalkSafe pathway maps & more tips.



The UK WalkSafe campaign is a service of UK Environmental Health & Safety, UK Human Resources and other campus partners.



Remember that you can report ice spots or any other danger to snow@uky.edu or visit:

<https://hr.uky.edu/general/uk-walk-safe-winter>

